



RECORDS RETENTION AND DISPOSITION SCHEDULE

Environmental Management, Department of. Air Quality, Office of.

Agency: Air Quality, Office of		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	83-393	PERMITS SOURCE FILE The file consists of general information, notes, correspondence, applications and operation permits pertaining to specific companies. File is arranged by county and by company within county divisions. Permits are issued to plants that discharge pollutants into the air on a regular basis. A fee is charged. Each permit renewal requires a new application. The renewal cycle is five (5) years or ten (10) years. A typical file may contain Title V, Federally Enforceable State Operating Permit (FESOP), a Source Specific Operating Agreement (SSOA), Registration, Exemption, an enforceable contract, or state or federal construction permits. Retention based on IC 34-13-1-1.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
2	83-409	NON-SOURCE SPECIFIC COUNTY FILES Files comprised of correspondence to/from sources/individuals without an assigned plant identification number. Each county has a general file.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
3	83-411	SUPPLEMENTARY MATERIALS File is comprised of various materials regarding specific companies that are not filed in county files. File is arranged alphabetically by company.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
4	2008-73	COMPUTER ASSISTED APPROVAL AND TRACKING SYSTEM (CAATS) This is a database which contains information by county for all air pollution sources which have a permit from the Office of Air Quality. It contains information about each source such as location, contacts, and the permit status of each permit for which a company has applied. Reports are generated from this database such as monthly tracking reports, road blocks, etc. This database is updated daily and backed up on a dedicated server.	RETAIN electronic information permanently in database. CONVERT to Computer Output Microfilm annually, and transfer original negative to the INDIANA ARCHIVES, for permanent archival retention.
5	2008-74	COMPLIANCE SOURCE FILE The file consists of general information, inspection reports, quarterly/semi-annual reports, malfunction and emergency reports, annual compliance certifications, notes, correspondence. File is arranged by county and by company within county divisions. Retention based on IC 34-13-1-1.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
6	2008-75	EMERGENCY RESPONSE PLANS Emergency Response Plans submitted by permitted sources. File is arranged alphabetically by county.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.

7	2008-76	LOCAL AGENCY QUARTERLY TITLE V FINANCIAL REPORTS File consists of quarterly financial reports used to document Air program activities performed by local agencies. Possibly subject to audit by outside agency or public. Submitted electronically.	IMAGE according to IARA imaging standards for reports not received electronically. DESTROY hard copies after verification of images for completeness and legibility. DELETE (10) years after expiration of the contract, and after receipt of the State Board of Accounts Audit Report and satisfaction of unsettled charges.
8	2008-77	COMPLIANCE MONITORING STRATEGY	IMAGE according to IARA imaging standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files after six (6) years.
9	2008-78	AIR COMPLIANCE & ENFORCEMENT SYSTEM (ACES) This is a database which contains information by county for air pollution sources. It contains information about each source such as location, contacts, and the compliance status of each permit for which a company has applied. Reports are generated from this database. This database is updated daily and backed up on a dedicated server.	RETAIN electronic information permanently in database. CONVERT to Computer Output Microfilm annually, and transfer original negative to the INDIANA ARCHIVES, for permanent archival retention.
10	2008-79	U.S. ENVIRONMENTAL PROTECTION AGENCY QUARTERLY CONTINUOUS EMISSION MONITORING AND COAL ANALYSIS	IMAGE according to IARA imaging standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files after five (5) years.
11	2008-80	CONTINUOUS EMISSIONS MONITORING -- ALL RECORDS EXCEPT EQUIPMENT CERTIFICATION Series relates to the monitoring of power plants and other large stationary sources. The files consist of annual/semi-annual relative accuracy test audits (RATA) and quarterly assurance reports. Rata files will consist of correspondence, test plans, and reports generated by Office of Air Quality.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. DELETE electronic copy after five (5) years.
12	2008-81	ASBESTOS NESHAP (National Emission Standards for Hazardous Air Pollutants) INSPECTION REPORTS These are reports generated by the asbestos inspectors from visits to specific locations/projects to determine compliance with the Asbestos NESHAP (National Emission Standards for Hazardous Air Pollutants).	IMAGE according to IARA imaging standards and DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA ARCHIVES for permanent archival retention. DELETE electronic files after five (5) years and after conversion to Computer Output Microfilm.
13	2008-82	AHERA (Asbestos Hazardous Emergency Response Act) INSPECTION REPORTS These are reports generated by the asbestos inspectors from visits to specific locations/projects to determine compliance with the AHERA (Asbestos Hazardous Emergency Response Act) regulations.	IMAGE according to IARA imaging standards and DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA ARCHIVES for permanent archival retention. DELETE electronic files after five (5) years.
14	2008-83	ASBESTOS DEMOLITION/RENOVATION NOTIFICATIONS This is a document prepared under the "Asbestos NESHAP (National Emission Standards for Hazardous Air Pollutants)." rule (326 IAC 14-10), which addresses the manner and times in which a notification of demolition/renovation must be submitted. Typical notification contains project date, location, contractor, owner, and inspector contact information.	IMAGE according to IARA imaging standards after approval of the demolition/renovation notification and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY hard copy after verification of electronic images completeness and legibility. DELETE electronic file after ten (10) years.

15	2008-84	<p>ASBESTOS TRAINING COURSE ROSTER</p> <p>This is a document prepared under the "Asbestos Training Courses" rule (326 IAC 18-2) which addresses the manner and times in which an asbestos training course roster must be submitted. Typical notification contains course dates, location, begin and end time, student name, score, and certificate information.</p> <p>Disclosure of these records may be affected by IC 5-14-3-4.</p>	<p>IMAGE according to IARA imaging standards after approval of the training roster and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY hard copy after verification of electronic images completeness and legibility. DELETE electronic file after ten (10) years.</p>
16	2008-85	<p>ASBESTOS TRAINING COURSE NOTIFICATIONS</p> <p>This is a document prepared under the "Asbestos Training Courses" rule (326 IAC 18-2) which addresses the manner and times in which an asbestos training course notification must be submitted. Typical notification contains course dates, location, begin and end time, contractor, owner, inspector contact information.</p>	<p>IMAGE according to IARA imaging standards after approval of the training course notification and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY hard copy after verification of electronic images completeness and legibility. DELETE electronic file after ten (10) years.</p>
17	2008-86	<p>ASBESTOS TRAINING COURSE PROVIDER APPLICATIONS</p> <p>Applications are processed to determine eligibility for "asbestos course" approval as governed by 326 IAC 18-2, et seq. Annual fee required pursuant to 326 IAC 18-2-12.</p>	<p>IMAGE according to IARA imaging standards after approval of the training course provider application and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY hard copy after verification of electronic images completeness and legibility. DELETE electronic file after ten (10) years.</p>
18	2008-87	<p>EMISSION STATEMENT CERTIFICATION LETTERS</p> <p>Certification letters submitted with the emission statement.</p>	<p>IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention. DELETE electronic files after ten (10) years and after conversion to Computer Output Microfilm.</p>
19	2008-88	<p>ESC (Environmental Service Corporation) - RAW DATA ACQUISITION DATABASE</p> <p>Raw air monitoring data is stored in this database developed by Environmental Service Corporation from Knoxville, TN which includes the daily site call-in data from sites, hourly average data at the monitoring site, and data extracted from the strip charts from local agencies. The data goes through Quality Control, is located on a dedicated drive at Indiana Department of Environmental Management's (IDEM) Shadeland office, and is backed up to a CD weekly.</p>	<p>RETAIN electronic information permanently in database. CONVERT to Computer Output Microfilm annually, and transfer original negative to the INDIANA ARCHIVES, for permanent archival retention.</p>
20	2008-89	<p>STRIP CHART DATA (FORMERLY 98-051 A)</p> <p>Strip chart data is a record of analog output of monitors on strip chart paper. Retention based on "On-Site Meteorological Program Guidance for Regulatory Modeling Applications", Part 7.2.3, Ch. 10; Rev. Num. 2, June 1, 1995; U.S. Environmental Protection Agency, Office of Air and Radiation.</p>	<p>IMAGE according to IARA imaging standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files after ten (10) Federal fiscal years.</p>
21	2008-90	<p>HOURLY AND DAILY FINAL AIR QUALITY SYSTEM (AQS) PRINTOUTS (FORMERLY 98-052 A)</p> <p>This provides a hard copy of final and corrected data for quick reference by the section staff. Retention consistent with "On-Site Meteorological Program Guidance for Regulatory Modeling Applications", Part 7.2.3, Ch. 10, Rev. Num. 2, June 1, 1995, U.S. Environmental Protection Agency, Office of Air and Radiation.</p>	<p>IMAGE according to IARA imaging standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files after ten (10) Federal fiscal years.</p>

22	2008-91	<p>ISTEPS DATABASE</p> <p>The iSTEPS database stores emission statements submitted by air pollution sources in Indiana which are required per 326 IAC 2-6 and 326 IAC 2-7 to report their emissions in an emission statement in accordance with the compliance schedule specified in 326 IAC 2-6-3.</p> <p>Only the current year-s data is stored on this database. After the data is quality assured, it is then transferred to the Plant Emissions Inventory.</p>	TRANSFER data to PLANT EMISSIONS INVENTORY after one (1) year and after quality assurance.
23	2008-92	<p>PLANT EMISSIONS INVENTORY</p> <p>This is an inventory that tracks emissions for point sources over many years. The historical data retained in this database dates back to 1985. This database is located on the agency S: drive, which is backed up daily.</p>	RETAIN electronic information permanently in database. CONVERT to Computer Output Microfilm annually, and transfer original negative to the INDIANA ARCHIVES, for permanent archival retention.
24	80-1186	<p>PENDING AIR APPROVAL FILES</p> <p>A file consisting of applications, correspondence, draft approvals, notes, supporting information, internal deliberative information, and information related to permit fees if applicable. File is arranged by county, by company within the county and individual project within the company.</p>	TRANSFER to PERMITS SOURCE FILE (RS 83-393), when the project is approved, denied, or closed out.
25	80-1234	<p>CAR MAINTENANCE LOG</p> <p>Retention consistent with "On-site Meteorological Program Guidance for Regulatory Modeling Applications", part 7.2.3, U.S. Environmental Protection Agency; Office of Air and Radiation, Ch. 10, Rev. #2; June 1, 1995</p>	IMAGE according to IARA imaging standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files five (5) federal fiscal years after submission of the annual financial status report to the U.S. Environmental Protection Agency and after receipt of federal and STATE BOARD OF ACCOUNTS Audit Reports and satisfaction of unsettled charges.
26	80-1317	<p>AERIAL PHOTOGRAPHS</p> <p>These photographs are usually obtained from INDOT and maintained by the inspectors. They are used for reference purposes, as documentation is alleged violations (e.g., open burning, fugitive dust, etc.)</p>	TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, five (5) federal fiscal years after the latest site inspection.
27	80-1336	<p>NATIONAL EMISSION STANDARDS FOR HAZARDOUS AIR POLLUTANTS (NESHAP) FILES</p> <p>Files consist of information pertaining to NESHAP (National Emission Standards For Hazardous Air Pollutants) standards.</p>	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
28	80-1387	<p>TRAILER CHECK SHEETS</p> <p>These are used to record the condition of equipment and status of environmental factors. Sheets consist of an equipment maintenance log and a hydrothermograph produced every six (6) days for each unit. Records are kept in conjunction with the Continuous Aerometric Acquisition Program (CAAP). The agency indicates the record need not be kept for U.S. Environmental Protection Agency audit.</p>	IMAGE according to IARA imaging standards according to IARA imaging standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files after one (1) year.
29	80-1395	<p>VEHICLE LOG BOOK</p>	IMAGE according to IARA imaging standards . DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files five (5) federal fiscal years after submission of the annual financial status report to the U.S. Environmental Protection Agency and after receipt of federal and STATE BOARD OF ACCOUNTS Audit Reports and satisfaction of unsettled charges.

30	80-1399	EPA AUDITS OF LABORATORY ANALYSIS REPORTS Retention consistent with "On-Site Meteorological Program Guidance for Regulatory Modeling Applications", Part 7.2.3, Ch. 10, Rev. Num. 2, June 1, 1995, U.S. Environmental Protection Agency, Office of Air and Radiation.	IMAGE according to IARA imaging standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files after five (5) Federal fiscal years.
31	80-1402	MONTHLY REPORTS TO LOCAL AGENICES The report consists of levels and concentrations of particulate S02, or N02. The agency indicates the record need not be kept for the U.S. Environmental Protection Agency audit.	IMAGE according to IARA imaging standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files after one (1) year.
32	80-1415	METALS DATA BOOK The book records absorbance units from metals samples. It is used in the Air Quality System (AQS) report. Retention consistent with "On-Site Meteorological Program Guidance for Regulatory Modeling Applications", Part 7.2.3., Ch. 10, Rev. Num. 2, June 1, 1995, U.S. Environmental Protection Agency, Office of Air and Radiation	IMAGE according to IARA imaging standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files five (5) federal fiscal years after submission of the annual financial status report to the U.S. Environmental Protection Agency and after receipt of federal and STATE BOARD OF ACCOUNTS Audit Reports and satisfaction of unsettled charges.
33	80-1416	HIGH VOLUME FILTERS DATA BOOK The book records initial and final weight, elapsed time, true flow, and concentration. It is used in the AQS report. Retention consistent with "On-Site Meteorological Program Guidance for Regulatory Modeling Applications", Part 7.2.3, U.S. Environmental Protection Agency; Office of Air and Radiation, Ch. 10, Rev. Num. 2, June 1, 1995.	IMAGE according to IARA imaging standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files five (5) federal fiscal years after submission of the annual financial status report to the U.S. Environmental Protection Agency and after receipt of federal and STATE BOARD OF ACCOUNTS Audit Reports and satisfaction of unsettled charges.
34	80-1417	MICROSCOPY WORKING FILES File consists of analysis requests, working papers and reports. Retention consistent with "On-Site Meteorological Program Guidance for Regulatory Modeling Applications", Part 7.2.3, U.S. Environmental Protection Agency of Air and Radiation, Ch. 10, Rev. Num. 2, June 1, 1995.	IMAGE according to IARA imaging standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files five (5) federal fiscal years after submission of the annual financial status report to the U.S. Environmental Protection Agency and after receipt of federal and STATE BOARD OF ACCOUNTS Audit Reports and satisfaction of unsettled charges.
35	80-1418	MICROSCOPIC ANALYSIS OF FILTERS Retention consistent with "On-Site Meteorological Program Guidance for Regulatory Modeling Applications", Part 7.2.3, U.S. Environmental Protection Agency; Office of Air and Radiation; Ch. 10, Rev. Num. 2; June 1, 1995.	IMAGE according to IARA imaging standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files five (5) federal fiscal years after submission of the annual financial status report to the U.S. Environmental Protection Agency and after receipt of federal and STATE BOARD OF ACCOUNTS Audit Reports and satisfaction of unsettled charges.
36	80-1419	PARTICULATE LOG BOOKS Retention consistent with "On-Site Meteorological Program Guidance for Regulatory Modeling Applications", Part 7.2.3, U.S. Environmental Protection Agency; Office of Air and Radiation, Ch. 10, Rev. Num. 2 (# 2); June 1, 1995.	IMAGE according to IARA imaging standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files five (5) federal fiscal years after submission of the annual financial status report to the U.S. Environmental Protection Agency and after receipt of federal and STATE BOARD OF ACCOUNTS Audit Reports and satisfaction of unsettled charges.

37	80-1420	UNEXPOSED FILTER WEIGHT BOOK This is a control record for uniformity among filters. Retention consistent with "On-Site Meteorological Program Guidance for Regulatory Modeling Applications", Part 7.2.3, U.S. Environmental Protection Agency; Office of Air and Radiation, Ch. 10, Rev. Num. 2; June 1, 1995.	IMAGE according to IARA imaging standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files five (5) federal fiscal years after submission of the annual financial status report to the U.S. Environmental Protection Agency and after receipt of federal and STATE BOARD OF ACCOUNTS Audit Reports and satisfaction of unsettled charges.
38	80-1421	CURRENT HIGH VOLUME CALIBRATION CURVES	IMAGE according to IARA imaging standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files ten (10) federal fiscal years after submission of the annual financial status report to the U.S. Environmental Protection Agency and after receipt of federal and STATE BOARD OF ACCOUNTS Audit Reports and satisfaction of unsettled charges.
39	80-1422	PARTICULATE DATA BOOK Retention consistent with "On-Site Meteorological Program Guidance for Regulatory Modeling Applications", Part 7.2.3., U.S. Environmental Protection Agency; Office of Air and Radiation, Ch. 10, Rev. Num. 2; June 1, 1995.	IMAGE according to IARA imaging standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files five (5) federal fiscal years after submission of the annual financial status report to the U.S. Environmental Protection Agency and after receipt of federal and STATE BOARD OF ACCOUNTS Audit Reports and satisfaction of unsettled charges.
40	80-1426	METAL ANALYSIS PROCEDURES	IMAGE according to IARA imaging standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files after files are outdated or replaced.
41	80-1427	STRIP RECORDINGS These are graphs from recording equipment showing hourly averages at specific sites. Retention based on "On-Site Meteorological Program Guidance for Regulatory Modeling Applications", Part 7.2.3, U.S. Environmental Protection Agency; Office of Air and Radiation, Ch. 10, Rev. Num. 2; June 1, 1995	IMAGE according to IARA imaging standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files five (5) federal fiscal years after submission of the annual financial status report to the U.S. Environmental Protection Agency and after receipt of federal and STATE BOARD OF ACCOUNTS Audit Reports and satisfaction of unsettled charges.
42	80-1430	CONTINUOUS AUDITS OF MONITORING UNITS An audit of operation of monitoring units. Retention consistent with "On-Site Meteorological Program Guidance for Regulatory Modeling Applications", Part 7.2.3, U.S. Environmental Protection Agency; Office of Air and Radiation, Ch. 10, Rev. #2, June 1, 1995	IMAGE according to IARA imaging standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files ten (10) federal fiscal years after submission of the annual financial status report to the U.S. Environmental Protection Agency and after receipt of federal and STATE BOARD OF ACCOUNTS Audit Reports and satisfaction of unsettled charges.

43	80-1440	INVALIDATIONS This is a record of site data invalidated and the reason for the invalidation. Retention consistent with "On-Site Meteorological Program Guidance for Regulatory Modeling Applications", Part 7.2.3, U.S Environmental Protection Agency, Office of Air and Radiation, Ch. 10, Revision #32, June 1, 1995.	IMAGE according to IARA imaging standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files ten (10) federal fiscal years after submission of the annual financial status report to the U.S. Environmental Protection Agency and after receipt of federal and STATE BOARD OF ACCOUNTS Audit Reports and satisfaction of unsettled charges.
44	80-1441	DATA PRINTOUT CHECKS A record of errors/corrections in printouts pertaining to site data recordings. Retention consistent with "On-site Meteorological Program Guidance for Regulatory Modeling Applications", Part 7.2.3, U.S. Environmental Protection Agency; Office of Air and Radiation, Ch. 10, Rev. #2,; June 1, 1995.	IMAGE according to IARA imaging standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files ten (10) federal fiscal years after submission of the annual financial status report to the U.S. Environmental Protection Agency and after receipt of federal and STATE BOARD OF ACCOUNTS Audit Reports and satisfaction of unsettled charges.
45	80-1446	CALIBRATION AND CERTIFICATION DOCUMENTS These are quality assurance documents regarding instrument calibration and certification over time. Retention consistent with "On-Site Meteorological Program Guidance for Regulatory Modeling Applications", Part 7.2.3, Ch. 10, Rev. Num. 2, June 1, 1995, U.S. Environmental Protection Agency, Office of Air and Radiation	IMAGE according to IARA imaging standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files five (5) federal fiscal years after submission of the annual financial status report to the U.S. Environmental Protection Agency and after receipt of federal and STATE BOARD OF ACCOUNTS Audit Reports and satisfaction of unsettled charges.
46	80-1450	STRIP CHARTS Retention based on "On-site Meteorological Program Guidance for Regulatory Modeling Applications", Part 7.2.3, U.S. Environmental Protection Agency; Office of Air and Radiation, Ch. 10, Rev. #2, June 1, 1995	IMAGE according to IARA imaging standards after submission of the financial status report to the U.S. Environmental Protection Agency and after receipt of federal and STATE BOARD OF ACCOUNTS Audit Reports and satisfaction of unsettled charges. DESTROY hard copy after verification of electronic images. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
47	80-1455	PRECISION & ACCURACY CHECKS Data is sent to the National Air Data Bank (NADB) every ninety (90) days.	IMAGE according to IARA imaging standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files after one (1) year.
48	80-1462	SITE DATA CHECK RECORDS Records are an audit of state sites. Retention consistent with "On-site Meteorological Program Guidance for Regulatory Modeling Applications", Part 7.2.3, U.S. Environmental Protection Agency; Office of Air and Radiation, Ch. 10, Rev. #2, June 1, 1995	IMAGE according to IARA imaging standards after submission of the financial status report to the U.S. Environmental Protection Agency and after receipt of federal and STATE BOARD OF ACCOUNTS Audit Reports and satisfaction of unsettled charges. DESTROY hard copy after verification of electronic images. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.

49	83-408	<p>LOCAL AGENCY FILE</p> <p>File consists of annual source reports including inspection reports, executed contracts and amendments, and annual reports regarding contract tasks. File is used to document Air program activities by local agencies and record communications and agreements between local agencies and the Office of Air Quality.</p>	<p>IMAGE according to IARA imaging standards for reports not received electronically. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT electronic records to Computer Output Microfilm within one (1) year after imaging or receipt of electronic record and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention. DELETE electronic files ten (10) Federal fiscal years after submission of the annual financial status report to the U.S. Environmental Protection Agency.</p>
50	83-436	<p>LOCAL AGENCY PERMIT REPORTS</p> <p>File consists of semi-annual reports regarding contract tasks, and internal/deliberative monthly activity reports received electronically, including compliance and enforcement activities. File is used to document Air program activities performed by local agencies.</p>	<p>IMAGE according to IARA imaging standards for reports not received electronically. DESTROY hard copies after verification of images for completeness and legibility.</p> <p>DELETE semi-annual contract task report after receipt of corresponding annual report. DELETE January - November monthly reports after receipt of the annual report for that year.</p> <p>DELETE annual report ten (10) years after expiration of the contract, and after receipt of the State Board of Accounts Audit Report and satisfaction of unsettled charges.</p>
51	83-476	<p>STACK TEST REPORTS</p> <p>File consists of stack test reports conducted by individual companies that must be submitted to and/or compiled by the Office of Air Quality. It also includes general correspondence, test plans, permits, and reports generated by the Regulatory Agency.</p>	<p>IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention. Retain test report in electronic file until next valid test, or 20 years, whichever occurs first, then DELETE.</p>
52	83-477	<p>CONTINUOUS EMISSIONS MONITORING EQUIPMENT CERTIFICATION RECORDS</p> <p>The series relates to the monitoring of power plants and other large stationary sources. It consists of correspondence related to the certification and recertification of Continuous Emission Monitoring Systems (CEMS). File will also include test plans, Standard Operating Procedures (SOPS), Monitoring Plans, Quality Assurance/Quality Control (QAQC) manuals, and reports generated by the Regulatory Agency.</p>	<p>IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention. Retain electronic entry for twenty (20) years, then DELETE.</p>
53	83-480	<p>COMPLETED REPORTS</p> <p>File is final laboratory analysis reports; arranged by city.</p> <p>Retention consistent with "On-Site Meteorological Program Guidance for Regulatory Modeling Applications", Part 7.2.3, U.S Environmental Protection Agency; Office of Air and Radiation, Ch. 10, Rev. Num. 2; June 1, 1995</p>	<p>IMAGE according to IARA imaging standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files five (5) federal fiscal years after submission of the annual financial status report to the U.S. Environmental Protection Agency and after receipt of federal and STATE BOARD OF ACCOUNTS Audit Reports and satisfaction of unsettled charges.</p>

54	83-482	AIR (HYDROCARBON) TOXIC DATA-PRINTOUT File is comprised of raw data recorded and calibrated via microprocessor. This is the source for original data before any transcription to other sources. Retention consistent with "On-Site Meteorological Program Guidance for Regulatory Modeling Applications", Part 7.2.3, U.S. Environmental Protection Agency; Office of Air and Radiation, Ch. 10, Rev. Num. 2, June 1, 1995	IMAGE according to IARA imaging standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files ten (10) federal fiscal years after submission of the annual financial status report to the U.S. Environmental Protection Agency and after receipt of federal and STATE BOARD OF ACCOUNTS Audit Reports and satisfaction of unsettled charges.
55	83-483	OFFICIAL LAB PROCEDURES	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
56	83-485	LOCAL AGENCY INDUSTRIAL NETWORK AUDIT FILE File is utilized to monitor program performance and the accuracy of recorded data by local agencies. Retention consistent with "On-site Meteorological Program Guidance for Regulatory Modeling Applications", Part 7.2.3, U.S. Environmental Protection Agency; Office of Air and Radiation, Ch. 10, Rev. #2, June 1, 1995	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
57	83-486	24 HOUR AUDITS OF MONITORING UNITS An audit of operation of monitoring units. Retention consistent with "On-site Meteorological Program Guidance for Regulatory Modeling Applications", Part 7.2.3, U.S. Environmental Protection Agency; Office of Air and Radiation, Ch. 10, Rev. #2; June 1, 1995	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
58	83-487	ENVIRONMENTAL PROTECTION AGENCY EVALUATIONS Record is stored in notebooks. It evaluates performance at different sites measured according to the State Implementation Plan (SIP). Retention consistent with "On-site Meteorological Program Guidance for Regulatory Modeling Applications", Part 7.2.3, U.S. Environmental Protection Agency, Office of Air and Radiation, Ch. 10, Rev. #2; June 1, 1995	IMAGE according to IARA imaging standards after submission of the financial status report to the U.S. Environmental Protection Agency and after receipt of federal and STATE BOARD OF ACCOUNTS Audit Reports and satisfaction of unsettled charges. DESTROY hard copy after verification of electronic images. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
59	83-488	STATISTICS FILES These are quality assurance statistics compiled from site evaluations and audits. Retention consistent with "On-site Meteorological Program Guidance for Regulatory Modeling Programs", Part 7.2.3, U.S. Environmental Protection Agency; Office of Air and Radiation, Ch. 10, Rev. #2; June 1, 1998	IMAGE according to IARA imaging standards after submission of the financial status report to the U.S. Environmental Protection Agency and after receipt of federal and STATE BOARD OF ACCOUNTS Audit Reports and satisfaction of unsettled charges. DESTROY hard copy after verification of electronic images. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.

60	83-490	<p>LOCAL AGENCY EVALUATIONS</p> <p>File consists of guidelines for local agencies, expected performance levels they must meet and audits of local agency sites. Retention consistent with "On-site Meteorological Program Guidance for Regulatory Modeling Applications", Part 7.2.3, U.S. Environmental Protection Agency; Office of Air and Radiation, Ch. 10, Rev. #2; June 1, 1995</p>	<p>IMAGE according to IARA imaging standards after submission of the financial status report to the U.S. Environmental Protection Agency and after receipt of federal and STATE BOARD OF ACCOUNTS Audit Reports and satisfaction of unsettled charges. DESTROY hard copy after verification of electronic images. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.</p>
61	83-491	<p>AIR QUALITY REPORT</p> <p>The report lists conditions that exist in specific areas and specific sites. Retention consistent with "On-site Meteorological Program Guidance for Regulatory Modeling Applications", Part 7.2.3, U.S. Environmental Protection Agency; Office of Air and Radiation, Ch. 10, Rev. #2, June 1, 1995</p>	<p>IMAGE according to IARA imaging standards after submission of the financial status report to the U.S. Environmental Protection Agency and after receipt of federal and STATE BOARD OF ACCOUNTS Audit Reports and satisfaction of unsettled charges. DESTROY hard copy after verification of electronic images. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.</p>
62	83-493	<p>QUALITY ASSURANCE MANUAL</p> <p>The manual is sent out to state sites, local agencies, and industries. This manual was compiled at the state level and is more detailed than the federal manual. It is constantly updated.</p>	<p>IMAGE according to IARA imaging standards after submission of the financial status report to the U.S. Environmental Protection Agency and after receipt of federal and STATE BOARD OF ACCOUNTS Audit Reports and satisfaction of unsettled charges. DESTROY hard copy after verification of electronic images. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.</p>
63	83-540	<p>AUDIT RECORDS</p> <p>One (1) set of quality assurance audit records is located in the quality assurance section and another set is kept in this series. Only one (1) set needs to be retained after the annual report is compiled. Both sets of records are needed for quick reference during the first year.</p> <p>Retention consistent with "On-site Meteorological Program Guidance for Regulatory Modeling Applications", Part 7.2.3, U.S. Environmental Protection Agency; Office of Air and Radiation, Ch. 10, Rev. #2; June 1, 1995</p>	<p>IMAGE according to IARA imaging standards after submission of the financial status report to the U.S. Environmental Protection Agency and after receipt of federal and STATE BOARD OF ACCOUNTS Audit Reports and satisfaction of unsettled charges. DESTROY hard copy after verification of electronic images. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.</p>
64	83-541	<p>LOG FOR STRIPS RECEIVED AND RETURNED FROM AMBIENT SAMPLING</p> <p>Retention consistent with "On-site Meteorological Program Guidance for Regulatory Modeling Applications", Part 7.2.3, U.S. Environmental Protection Agency; Office of Air and Radiation, Ch. 10, Rev. #2; June 1, 1995</p>	<p>IMAGE according to IARA imaging standards after submission of the financial status report to the U.S. Environmental Protection Agency and after receipt of federal and STATE BOARD OF ACCOUNTS Audit Reports and satisfaction of unsettled charges. DESTROY hard copy after verification of electronic images. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.</p>

65	83-542	<p>INVALIDATIONS</p> <p>Two (2) copies exist. One (1) is located in the quality assurance section and the other is in this series in the laboratory. This series is the record of invalidated data and the reason for invalidation. Invalidations are checked against the Air Quality System (AQS) data printout to see if invalidated data appears in the printout.</p> <p>Retention consistent with "On-site Meteorological Program Guidance for Regulatory Modeling Applications", Part 7.2.3, U.S. EPA; Office of Air and Radiation, Ch. 10, Rev. #2; June 1, 1995</p>	<p>IMAGE according to IARA imaging standards after submission of the financial status report to the U.S. Environmental Protection Agency and after receipt of federal and STATE BOARD OF ACCOUNTS Audit Reports and satisfaction of unsettled charges. DESTROY hard copy after verification of electronic images. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.</p>
66	98-44	<p>ASBESTOS LICENSE APPLICATIONS AND INHOUSE ASBESTOS EXAMS AND RESULTS</p> <p>Applications are processed to determine eligibility for "licensure" as governed by 326 IAC 18-1-1, et seq. Annual application fee required pursuant to 326 IAC 18-1-5.</p> <p>Disclosure of these records may be affected by IC 5-14-3-4.</p>	<p>IMAGE according to IARA imaging standards after approval of the license application and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY hard copy after verification of electronic images. DELETE electronic file after ten (10) years.</p>
67	98-47	<p>NETWORK DESCRIPTIONS</p> <p>This is a description of the site, location, building the site is in or on, and what air parameters are being monitored.</p>	<p>IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.</p>
68	98-48	<p>EMISSION STATEMENTS</p> <p>Pursuant to 326 IAC 2-6-1, et seq; certain sources which have the potential to emit pollutants into the air must submit annual emissions statements. Records are arranged by the emission statement operating year and then alphabetically by county and source.</p> <p>Emission data = public record per 326 IAC 17.1-3-1.</p> <p>Trade secrets claimed = disclosure limited by 326 IAC 17.1-4-1.</p>	<p>IMAGE according to IARA imaging standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files after records are no longer part of the three (3) years worth of emission statements for each source.</p>